

~~S-E-C-R-E-T~~
Security Information

27 November 1953

MEMORANDUM FOR:

SUBJECT: Information for Personnel Overseas Having the Career Designation "CD-A"

1. In accordance with the Career Service Program of this Agency, there have been established a number of Career Service Boards. Each Board reviews the rotation, training, advancement and assignment plans for each employee who is identified by the career designation of that Board.
2. As you may know, you have been given a career designation which indicates that the Deputy Director (Administration) and his Career Service Board will be primarily responsible for planning and accomplishing your career development. At present this Board is actively engaged in developing specific rotation programs, recommending training for individuals, planning immediate and future assignments, and in other ways developing personnel having the CD-A career designation to meet present and anticipated needs. This Board is composed of senior administrative officials from various components of the Agency, and the recommendations of the Board are submitted to the Deputy Director (Administration) for approval. The careers of personnel having the CD-A career designation are being developed on an Agency-wide basis.
3. Since you are now overseas, you are the subject of special consideration by the Board. As presently planned, a number of months before you are scheduled to return, the Board will direct a concentrated effort to select as your next assignment a position which makes maximum use of your experience and qualifications, and which will promote your career development. Your own wishes and career interests will be considered when such an assignment is planned, and, if at all possible, you will be notified of your next assignment prior to your return.
4. As Chairman of the DD/A Career Service Board, I wish to express our intention of providing you and other personnel having the CD-A career designation with opportunity for a satisfying and rewarding career with the Agency. We intend to keep you informed of our plans and activities in the Career Service Program which concerns you so vitally.

/s/
L. K. WHITE
Chairman

DD/A Career Service Board

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